

**MISSISSIPPI MILITARY DEPARTMENT
STATE EMPLOYEE POSITION ANNOUNCEMENT
ANNOUNCEMENT #14-152**

OPENING DATE: 4 Nov 14 **CLOSING DATE:** 18 Nov 14 **AGENCY:** 5704 **PIN:** 0034

POSITION: FACILITY MAINTENANCE REPAIRER III

STARTING SALARY: \$28,128.12

LOCATION OF POSITION: MS Military Department, Facilities Management Directorate, 1410
Riverside Drive, Jackson MS 39202

TELEPHONE INQUIRIES: Mr. Frank Janotta (601) 313-6243 DSN: 293-6243

APPLICATION MUST BE SUBMITTED TO: MS Military Department, ATTN: JFH-MS-C-HR, Post Office Box
5027, Jackson, MS 39296-5027. **STREET ADDRESS:** 1410 Riverside Drive, Jackson, MS 39202-1237.

APPLICATION MUST BE RECEIVED BEFORE 4:00 P.M. ON CLOSING DATE.

SPECIAL CONDITION: MS State Law requires that male applicants between the ages of eighteen (18) and twenty-six (26) submit satisfactory documentation of their compliance with the draft registration requirements of the Military Selective Service Act with application. In addition, males between the ages of eighteen (18) and twenty-six (26) who are currently employed shall not be promoted to higher positions until they submit documentation of compliance with the requirements of the Federal Selective Service Act.

MINIMUM QUALIFICATIONS:

1. High school education or GED and three (3) years experience related to the below described duties; **or** any combination of education and experience equivalent to graduation from a four year high school and three (3) years experience in the maintenance field.
2. Physical condition of such nature as to permit lifting, stooping, climbing and continuous moderately heavy work with the ability to move and lift objects weighing up to 50 pounds.
3. Must possess a valid state driver's license and if authorized to operate a Government Vehicle, have the ability to obtain and maintain a US Government Motor Vehicle Operator's ID card. **PROOF OF DRIVER'S LICENSE MUST BE SUBMITTED WITH APPLICATION.**
4. Knowledge of all tools, materials, methods and hazards of the trade is desired.

DUTIES AND RESPONSIBILITIES: (Not all inclusive, will be fully explained during interview)

1. Inspects buildings for cleanliness and maintenance requirements on an as needed basis.
2. May be responsible for a wide range of duties in the area of facility maintenance.
3. May be required to perform duties as a lead person during the supervisor's absence.
4. Must be proficient with electrical repairs to include but not limited to electrical wall outlets, light switches, fluorescent light ballast and tubes.
5. Must be proficient with sheet rock, ceilings, locksets, doors and door closures.
6. May have to replace window glass as necessary.
7. Knowledge of plumbing repairs to facilities may be required.
8. May be required to operate forklift or other heavy equipment.
9. Performs other duties as assigned.

AREA OF CONSIDERATION: OPEN COMPETITIVE

AGO Form 14-R (Revised 1 Oct 14)

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SPECIAL REMARKS/PLACEMENT STATEMENTS/SUMMARY OF POLICIES

Mississippi Military Department policy is to ensure fair treatment of applicants and employees in all aspects of personnel administration without regard to race, religious creed, political affiliation, national origin, sex, age, or disability. However, the Mississippi Military Department reserves the right to enforce military physical, age and gender requirements to positions which are essentially military in nature or for which military membership is required.

Promotional and future salary increases will be IAW Military Dept policy and as authorized by the State Legislature. All salary increases are subject to annualized funding availability.

Applicants must complete the **STATE OF MISSISSIPPI EXPERIENCE AND TRAINING RECORD (Revised 6/14), MS MILITARY DEPARTMENT AND AGO Form 82-2R, dated 2 Jul 14**. Previous editions of these documents are not acceptable. These documents may be obtained from most non-armory facilities of the MS National Guard or by written/telephonic request to the Mississippi Military Department, ATTN: JFH-MS-C-HR, P.O. Box 5027, Jackson, MS 39296-5027 (Commercial #601-313-6243). Additional information may be attached to support qualifications. However, such does not negate completion of all applicable spaces of the State of Mississippi Experience and Training Record and both addendums. **ALL DOCUMENTS MUST BE SUBMITTED TO THE OFFICE INDICATED ON THE FRONT OF THIS ANNOUNCEMENT. DO NOT SUBMIT DOCUMENTS TO THE STATE PERSONNEL BOARD! DOCUMENTS MUST BE RECEIVED NLT 4:00 P.M. ON THE CLOSING DATE. NO PHOTOCOPY OF THE MISSISSIPPI EXPERIENCE AND TRAINING RECORD WILL BE ACCEPTED. NO OTHER TYPE APPLICATIONS ARE ACCEPTABLE.**

PROOF OF QUALIFYING EDUCATIONAL ACCOMPLISHMENTS BEYOND HIGH SCHOOL IS REQUIRED. Copies of college transcripts, diplomas, certificates, licenses, etc., must be legible.

APPLICANTS FAILING TO COMPLY WITH ALL APPLICATION SUBMISSION REQUIREMENTS OR WHO DO NOT MEET MINIMUM QUALIFICATIONS WILL NOT BE CONSIDERED. Applicants scheduled for interview who fail to appear for interview will not receive further consideration.

Military Membership is desired.

***MUST BE ABLE TO OBTAIN A FAVORABLE BACKGROUND INVESTIGATION.**

INDIVIDUAL APPLICATIONS MUST BE SUBMITTED FOR RESPONSE TO EACH ANNOUNCEMENT.